

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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September 6, 2007

PSN Letter No. 07-03

TO: SELECTED COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS
AND LOCAL PAROLEE SERVICES NETWORK (PSN) COORDINATORS
(COUNTIES OF ALAMEDA, CONTRA COSTA, FRESNO, KERN, LOS ANGELES,
MARIN, NAPA, ORANGE, RIVERSIDE, SACRAMENTO, SAN BERNARDINO,
SAN DIEGO, SAN FRANCISCO, SAN MATEO, SANTA CLARA, SOLANO, AND
SONOMA)

SUBJECT: "Practices That Work"

The Office of Criminal Justice Collaboration (OCJC) is soliciting input from the county Parolee Services Network (PSN) coordinators and PSN service providers on specific policies, procedures, or operational practices that have met with consistent success in assisting parolees to make a successful transition to life outside institutions.

We ask that county PSN coordinators distribute this letter to their services providers with OCJC's invitation for their participation. Submissions can then be shared across the statewide PSN services community through posting and central accessibility on ADP's PSN website:

http://www.adp.ca.gov/ParoleeServices/ParoleeServices_PracticesThatWork.shtml

Sharing your practices will result in at least two tangible benefits:

1. Counties or programs which have had less than desired success on certain approaches or procedures stand to gain from learning of how one of their counterparts has been able to find a successful way of making the program successful.
2. Providing documentation on exactly how to perform certain procedures in a way that leads to success can serve as backup to task documentation, such that new hires could learn much about their own new job duties by simply reviewing the PSN "Practices That Work" web pages.



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<http://www.flexyourpower.ca.gov>

Here are just a few examples of successful approaches we would hope to receive:

- efficient transfer of clients between funding sources when circumstances require; and
- superior data tracking within your treatment systems,
- utilizing the PSN budget to best serve the population targeted,
- effective processes for streamlining the preparation and submittal of reports, and
- successful hosting of effective collaborative meetings.

We hope you will consider sharing your most successful approaches to these or any other areas of PSN operations, to be shared with your counterparts throughout not only your own county but other PSN counties as well.

If you have any questions or would like to discuss Practices That Work in greater detail, please contact your county's field analyst or another PSN staff member.

Sincerely,

A handwritten signature in blue ink, reading "Millicent Gomes". The signature is fluid and cursive, with the first name "Millicent" and the last name "Gomes" clearly distinguishable.

MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration